



**WESTERN COVENTRY FIRE DISTRICT**

**1110 Victory**

**Highway Greene,**

**Rhode Island 02827**

**Phone (401) 397-7520, Fax (401) 397-1084,**

**[www.wcfd.net](http://www.wcfd.net) Standard Administrative Procedure  
(SAP) Committee Meeting held at the above location**

**Thursday, 11 December, 2014, 7:00 p.m.**

**Minutes**

*(Agenda posted 7 December, 2014)*

Members Present:

*John Humble*

*Richard Holt*

*WCS Mays III*

*Cheryl Wilcox*

1. ***Call to order, attendance, confirmation of posting and quorum*** – the Chairman called the meeting to order at 7:00 p.m. He confirmed there was a quorum present and the meeting was posted in all required locations.
2. ***Announcement of emergency evacuation procedure*** – the Chairman reviewed the emergency evacuation procedure.
3. ***Acceptance of minutes of 18 November, 2014*** – a motion was made by Mr. Mays and seconded by Mr. Holt to accept the minutes of the November 18, 2014 SAP Committee meeting. All voted aye. Motion carried.
4. ***Review SAP 4750.00, Code Inspection & Plan Review fees, SAP 7645.00, Schedule of Fees & Charges and SAP 1300.5, Paid Fire-EMS Details for consideration of possible consolidation and drafting of a form/agreement to document pre service understanding between parties of scope of services to be provided and fees*** – Mr. Humble suggests something for parties to sign signifying that they understand fees for service. Members reviewed SAP 7645. Members agree there should be an agreement. This agreement should specify who the contact person is from the party, what equipment the department will bring, and what the fees are. The Chief should have a list of things that should be on the property. It is also suggested to attach something to 1300.5, Policy on paid EMS details. Mr. Mays suggests this be tabled until the Chief agrees with 7645 and 1300.5.
5. ***Continue to draft and possibly recommend BOD adoption of SAP 5354.05, General Conduct***  
***n/a***
6. ***Discuss further efforts to establish a HIPPA SAP*** – ***n/a***
7. ***Consider drafting an SAP requiring routine national and local background checks and drug testing for members*** – Mr. Guastini suggests a drug policy be adopted to include everyone down from the Chief because of everything going on in the State with investigative reporting. Mr. Mays suggests contacting VFIS. Mr. Humble will contact VFIS and copy the Chief.

8. *Review and possibly recommend updates to SAP 1610.00 Personnel Evaluation* – n/a
9. *Review and possibly recommend updates to SAP 1620.00 Disciplinary Procedure* – n/a
10. *Draft an SAP outlining District's administrative matters for content to be included on the WCFD web site* – Mr. Mays will work on this.
11. *Continue drafting an SAP describing scope of acceptable use of the command vehicle* – Mr. Guastini believes the vehicle should be kept at the station. Mr. Humble says that if it was here, everyone at the station would take an emergency vehicle and the command vehicle would sit here. If the Chief doesn't have the vehicle he won't be able to go directly to the incident. Mr. Guastini suggests a 'trip tick'. Mr. Humble says with the Chief's salary, the vehicle is an incentive. Mr. Guastini says that should be taxed as an income.

Quotes of \$120-\$150 have been received for signage on the vehicle.

A motion is made by Mr. Mays and seconded by Mr. Humble to accept SAP 4641. Motion is withdrawn. Members will discuss mileage with the Chief.

12. *Continue drafting an SAP describing reimbursable expenses authorized by FEMA* – n/a
13. *Review of SAP review dates* – n/a
14. *Update efforts to specify in SAP format the department membership ratings and membership participation requirements to retain membership status* - n/a
15. *Create a member handbook/SAP* – n/a
16. *Education Reimbursement Program Requirements SAP 7332.00 to include addressing program completion time table* – n/a
17. *Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS* – n/a
18. *Review SAP index dates for possible SAP review and updating* – n/a
19. *New business* – n/a
20. *Open Forum* – n/a
21. *Schedule next meeting* – the next SAP meeting is scheduled for January 22, 2015.
22. *Adjournment* – a motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:00 p.m. All voted aye. Motion carried.